

Subj. C 89.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Allen R. Elkins
Director of Finance
1212 Key Building

EXTENSION

NO.

DDA Registry

86-2019x

DATE

28 November 1986

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EA/DDA
7D18 Hqs

01 DEC, 1986

12/1

JM

Ref: ER-5453X-86

2.

ADDA

1 DEC 1986

H

3.

DDA

2 DEC 1986

H

For signature

4.

DDA/Registry (For mailing)

mailed 12-3-86 a.w.

5.

Executive Registry
7E12 Hqs

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

DDA REGISTRY

30-12

TO:		DATE
D/DDA		20 NOVEMBER 1955
ROOM NO.	BUILDING	
7D18	Hq	
REMARKS:		
FROM:		
DC/A&CD/OF		
ROOM NO.	BUILDING	EXTENSION
2D42		

~~SECRET~~

86-2019X

Central Intelligence Agency



Washington, D. C. 20505

3 DEC 1986

MEMORANDUM FOR: Director, Office of Management and Budget

SUBJECT: Report Pertaining to Vendor Payments by the
Central Intelligence Agency during Fiscal
Year 1986

REFERENCE: Memorandum from OMB dated 13 November 1986

In compliance with OMB Circular A-125, "Prompt Payment," the annual report pertaining to vendor payment practices and interest penalty payments by the Central Intelligence Agency for Fiscal Year 1986 is attached.

/s/ William F. Donnelly

William F. Donnelly
Deputy Director
for
Administration

Attachment
As stated

25X1

~~SECRET~~

S E C R E T

SUBJECT: Report Pertaining to Vendor Payments by the
Central Intelligence Agency During Fiscal
Year 1986

DA/OF/A&CD/ (26 Nov 86)

25X1

Distribution:

Orig - Addressee w/att
✓ 2 - DDA w/att
1 - D/OF w/att
1 - Compt w/att
1 - OGC w/att
1 - ER w/att
1 - C/A&CD w/att

S E C R E T

Central Intelligence Agency
Department/Agency

PROMPT PAYMENT REPORT

October 1, 1985 -- September 30, 1986

FY 86

Reported
FY 85

I. Payments subject to the Prompt
Payment Act and OMB Circular A-125:

A. Dollar Amount

B. Number

II. Payments made more than 15 days
after due date:

A. Dollar Amount

B. Number

C. Interest penalties paid:

1. Dollar Amount

2. Number

3. Relative Frequency
(II.C.2. - I.B)

4. Reasons why interest
penalties incurred.
(Rank according to
frequency of occurrence)

-- Delay in paying office's
receipt of:

o receiving report () ()

o proper invoice () ()

o purchase order
or contract () ()

-- OTHER

1. Contract not funded by
originating component. (1) ()

2. Payment Center Adminis-
trative Processing Error (1) ()

25X1

25X1

S E C R E T

S E C R E T

	<u>FY 86</u>	<u>Reported FY 85</u>
-- Delay or error by paying office in:		
o taking discount	()	()
o notifying vendor of defective invoice	()	()
o computer or other system processing	(1)	(1)
 III. <u>Payments made 1-15 Days After Due Date (During Grace Period)</u>		
A. Dollar amount (Total)	\$ -0-	\$ N/A
(1) 1-7 days	(\$ -0-)	
(2) 8-15 days	(\$ -0-)	
B. Number (Total)	-0-	N/A
(1) 1-7 days	(-0-)	
(2) 8-15 days	(-0-)	
C. Relative frequency (Overall) (III.B - I.B)	-0- %	N/A %
(1) 1-7 days (III.B.1 - I.B)	-0- %	
(2) 8-15 days (III.B.2 - I.B)	-0- %	
 IV. <u>Payments made 3 days or more before due date, except where cash discounts taken:</u>		
A. Dollar amount	\$ -0-	\$ -0-
B. Number	-0-	-0-
C. Relative Frequency (IV.B. - I.B.)	-0- %	-0- %

S E C R E T

S E C R E T

V. PROGRESS MADE: Answers

A. No.

B.

1.

2.

25X1

- C. The payment office registry desk is the only point of entry for all incoming mail. The mail is date-stamped by machine, then sorted and distributed to each payment desk.
- D. Our policy is to pay interest penalties automatically, without a formal vendor request. Yes, scheduled monthly reviews ensure that interest penalties are paid automatically.
- E. The interest penalty payment is sent separately. The remittance advice clearly indicates the amount of the interest penalty.
- F. In addition to a monthly inventory of each payment desk to identify delinquent invoices, a new procedure was implemented during FY 1986 to inventory the payment desk whenever personnel changes occur.

S E C R E T